

SECRET

143 -CWUNG

13 May 1949

SUBJECT: Regulations governing increases in grade.

TO: Heidelberg "KNOBBY"
ATTN: ☐ ☐

REFERENCE: HGW-A-120

This document is part of an information file. If separated from the file it must be subjected to individual systematic review.

1. Reference dispatch, immediately upon its arrival here, was referred to the appropriate personnel office for comments to guide a reply to you. After giving this matter approximately 4 weeks of serious thought, this office advised as follows:

" I would suggest that in your reply to ☐ ☐ you inform him that although his present T/O provides for specific grades for the various slots, these grades are not determinative when a Personnel Action is submitted. Instead, the determining factors in each case are the duties and responsibilities of the individual concerned.

"Under normal procedures, when a T/O has been officially approved and job descriptions prepared for all the positions, promotion actions submitted for field employees are accompanied by short descriptions of the individuals' present duties which tie them in to described positions. This enables the Classification Section of Personnel to insure that the individuals are actually performing the higher duties to which it is proposed they be promoted. It is this procedure which we expect to follow as soon as field T/O's in Knobby have been formalized and positions described. Until that time it is even more necessary that a statement accompany each promotion action indicating the precise duties of the individuals concerned. For example, the Finance Officer on EDICT Project might well be handling the duties of the Security Officer in addition to his own. Thus each promotion action which ☐ ☐ submits until such time as his T/O is formalized will be handled on its own merit and will stand or fall on the basis of the duties which he describes for the individual involved.

"I would recommend that ☐ ☐ proceed rather carefully in making his promotions and that he start first with his strongest case, proceeding in order to those where we expect the most difficulty.

"In addition to all that has been said above, the parent organization promotion policy, Administrative Instruction 20-1,

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applies to field positions as well as departmental jobs.
Time in grade requirements are as follows:

<u>CAF</u>	<u>P</u>	<u>Time in Grade</u>
5	1	6 months
6		9 months
7	2	9 months
8		9 months
9	3	12 months
10		12 months
11	4	15 months
12	5	18 months
13	6	21 months
14	7	24 months "

2. In the last analysis, the question of employee promotion rests almost entirely with the good judgment of the responsible superior, providing only that appropriate vacancies exist. I am sure that you will be able to find ways of properly rewarding deserving employees within the framework of the foregoing general instructions, while not promoting to positions of high responsibility individuals who, in your judgment, will be unable to command the respect and the efficient service of subordinates as our organization in Germany increases in size.

3. It is fully recognized that the delay involved in answering your legitimate inquiry was not justified. Our administrative people, while able and conscientious, have been exceedingly busy and have not been able, in all cases, to give field requests the prompt attention to which they are entitled.

4. This problem has been the subject of extensive discussions in the Home Office, as a result of which, I am sure you will find quicker response to such matters in the future. I expect that prompt attention will be paid, for example, to your request concerning the status of and to the preparation of procedures governing the clearance of agents in the field.

JEB/njh
cc: OPC File (2)
OPC Chrono
EDUCATOR Dispatch

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